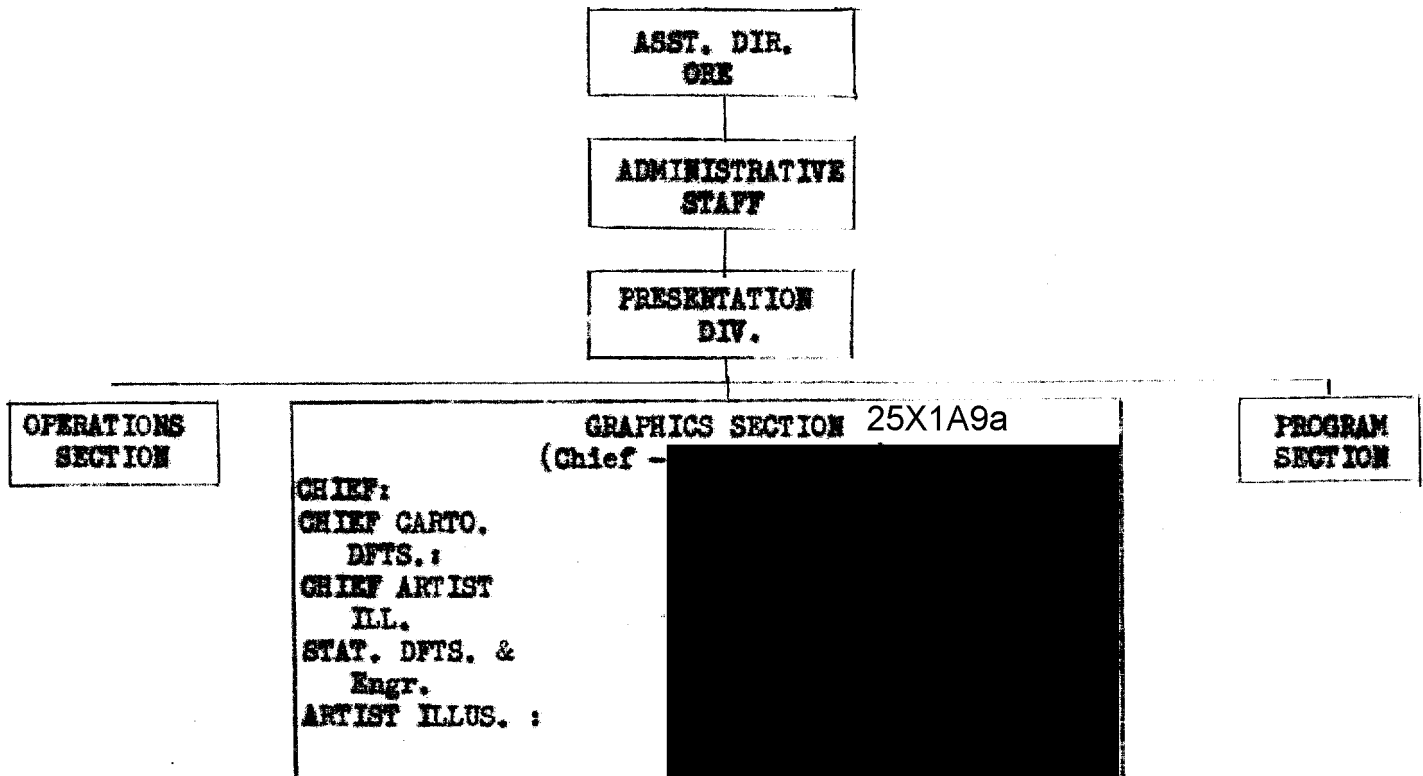


CONFIDENTIAL

Appendix II

T/O - Graphic Sec., Presentation Div., ORE

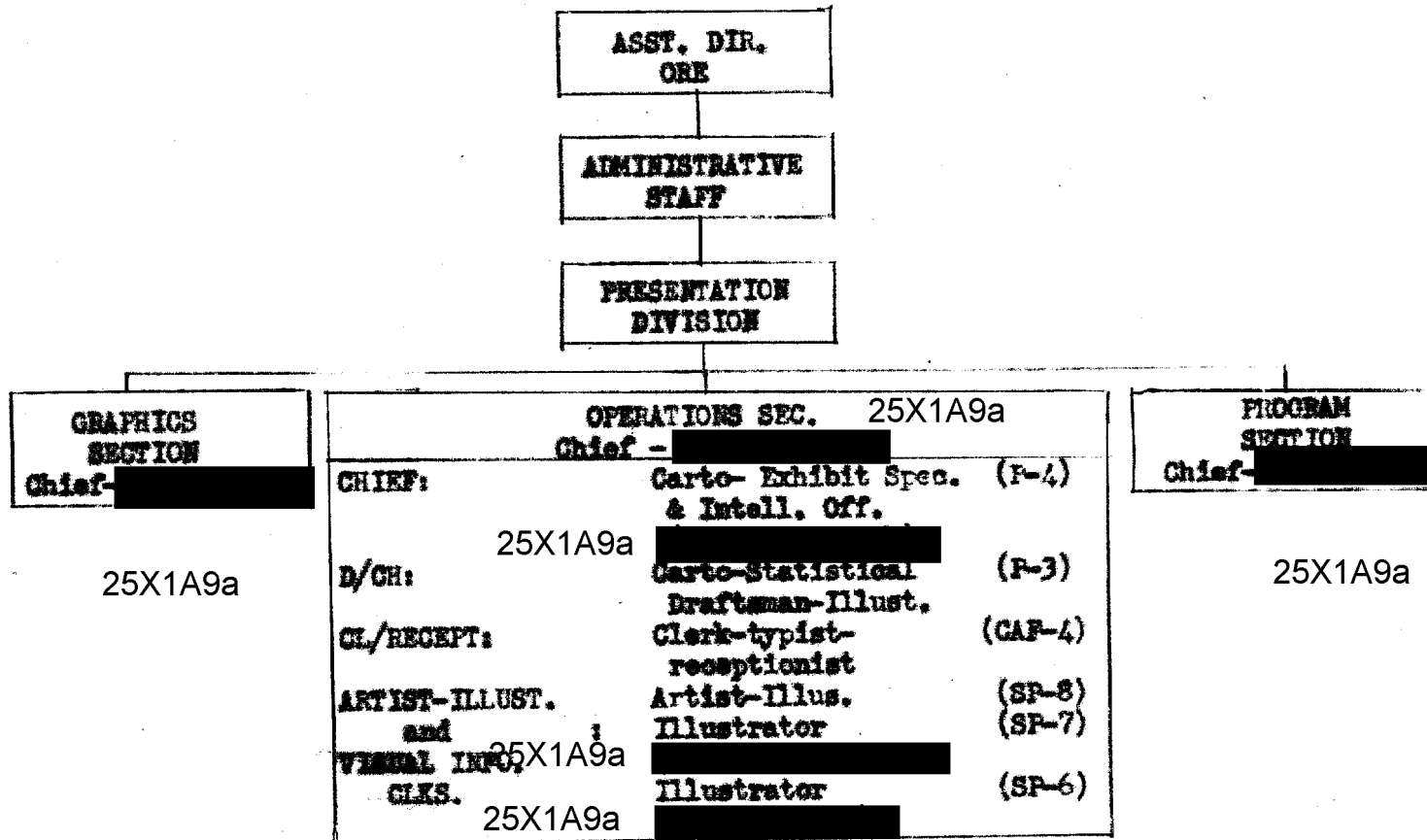


PRESENT AUTH T/O 25X1A9a		
1	P-4	Chief Graphic Des.
1	SP-8	Carto-Engr.
1	SP-8	Art-Illus.
1	SP-7	Stat-Dfts.
1	SP-7	Art-Illus.

PROPOSED T/O

CONFIDENTIAL

T/O Operations Sec., Presentation Div., ORE



PRESENT AUTH T/O 25X1A9a		
1	P-4 Chief Intell Off.	[REDACTED]
	Carto-Ex. Spec.	
1	CAP-4 Clerk-Typist-Receptionist	
1	SP-6 Illustrator	
1	SP-6 Illustrator	

PROPOSED T/O 25X1A9a		
1	P-4 Chief Intell. Off.	[REDACTED]
1	P-3 Carto-Exhibit Spec.	
1	P-3 D/Ch. Intell. Off.-Cartographer	
1	SP-8 Artist-Illustrator	
1	SP-7 Statist. Draft-Illustrator	
1	SP-6 Visual Info. Clk.	
1	CAP-4 Clerk-Typist-Receptionist	

Appendices II and III (continued)

Job Descriptions

The following are the job descriptions for each type of position in the Graphics and Operations Sections, including the proposed personnel as well as the currently employed. The descriptions include the general duties, but not all of the detailed responsibilities of assigned positions. These descriptions may be found helpful in the recruitment of new personnel as they give the nature of the qualifications desired.

A. Chief, Graphic Section (Present grade P-4, Graphic designer)

1. General duties:

Under direction of the Chief, Presentation Division, to assume primary responsibility for the design and execution of portable intelligence studies disseminated by Presentation Division; to work in close liaison for scheduled lectures of the Program Section with the Chief, Operations Section in such matters as the preparation of necessary visual aids; and to serve in an advisory capacity on the graphic intelligence program of the Situation Room.

2. Specific duties:

a. To act as administrative head as well as technical chief of the Graphic Section, under the direction of the Chief, Presentation Division.

b. To serve in an advisory capacity in matters affecting design, use, and posting of portable and stationary graphic studies in the Situation Room. To provide for actual design of portable and stationary displays upon request of the Chief, Operations Section, as other work load allows.

c. To have primary responsibility for all outgoing graphic work, including charts, pictures, and other illustrative material.

d. To maintain close liaison with reproduction and intelligence processing facilities of CIA.

e. To serve as chief security officer of assigned areas.

f. To be responsible for the accuracy, proper techniques, and effective layout of graphic intelligence processed by the Graphic Section.

g. To be responsible for the planning of layout and design, the detailed execution, and the work-load distribution for personnel of the Section on all work carried on in the Section.

~~CONFIDENTIAL~~

B. Chief, Operations Section (Present grade P-4, Cartographic Engineer-
Intelligence Exhibit Specialist)

1. General Duties:

To be responsible for the overall supervision of the various activities of the Operations Section, including the responsibility for security, accuracy, proper research techniques, and effective posting of graphic intelligence displayed within the CIA Situation Room of disseminated via portable studies, as well as the technical aspects of the audio-visual presentations program conducted by Presentation Division.

2. Specific Duties:

a. To serve as the administrative head of all personnel assigned to Operations Section and to supervise the functions of the Situation Room.

b. To provide for and engage in a constant survey of incoming classified intelligence data, press reports and other materials with a view to their graphic portrayal.

c. To be responsible for the planning and detailed design, execution and display of all visual material in the area and maintained by the Operations Section.

d. To be charged with the responsibility of final check on accuracy, emphasis, and timeliness of the intelligence displayed for the integrated oral-graphic intelligence program.

e. To provide for the necessary physical arrangements and visual-audio aids in a conference area for the Director of CIA and other designated personnel during classified lectures, discussions, and routine meetings.

f. To acquaint the Chief, Presentation Division, and other authorized persons upon request, with the integrated graphic intelligence picture, from data posted in the Situation Room.

g. To maintain necessary administrative and technical liaison, through Program Section, with authorized contributing units within and outside CIA for the services rendered and intelligence posted.

h. When deemed proper, to initiate requests for intelligence from feeding agencies through liaison researchers, subject to the approval of the Chief, Presentation Division.

i. To provide for the display of current data found in periodicals, maps and CIA reports, in the graphic-intelligence aspects, in the Situation Room.

j. Upon request from higher authority, or at his own discretion, to initiate additional functions and services.

Room, if these will aid toward more effective accomplishment of the mission.

k. To act as chief security officer of the areas assigned to Operations Section.

G. Deputy Chief, Graphic Section (probably grade P-3 or CAF-10)

1. General Duties:

To act as assistant to the Chief, Graphic Section, in all administrative and technical matters, and, in the absence of the chief, to be responsible for receipt of material to be processed, for work-load distribution, and for the actual processing of data.

2. Specific Duties:

- a. To serve as assistant administrative head of Graphic Section.
- b. To aid chief in designing and executing studies handled by Graphic Section.
- c. To assist in preparation and checking of all outgoing graphic work.
- d. To be able to assume liaison functions in absence of, or at the direction of the chief, Graphic Section.
- e. To serve as assistant security officer for the area under the Graphic Section.
- f. To assist chief in technical direction of personnel in order to achieve a high level of production and a high quality of workmanship, and to supervise detailed execution of projects.
- g. To aid chief of Situation Room in matters of graphic display procedures and techniques.

D. Deputy Chief, Operations Section (probably grade P-3 or CAF-10)

1. General duties:

To act as assistant to the Chief, Operations Section in all administrative and technical matters, and in the absence of the chief, to be fully responsible as acting chief of the Situation Room.

2. Specific duties:

- a. To serve as the assistant administrative head of all personnel and functions of the Operations Section -- primarily of the Situation Room.

- b. To serve as the main aide to the chief of the section in preparing material for the portable map and chart studies, which duty requires a knowledge of the various graphic techniques, lettering ability, as well as a background in general phases of geography and political science.
- c. To aid chief of section in engaging in a constant survey of incoming classified intelligence data, press reports, and other materials, with a view to their graphic portrayal.
- d. To aid chief in being responsible for initial design, execution, and display of graphic intelligence in the Situation Room, including the research, preparation of, and the transformation of written data into its graphic forms.
- e. To be responsible, along with the chief, for final accuracy of posting and dissemination of oral-visual intelligence.
- f. Upon occasions when chief is absent, to acquaint the other members of the Presentation Division, as well as CIA units, with the current intelligence picture as portrayed in the Situation Room.
- g. To be specifically charged, at the direction of the Chief, Situation Room, with managing the flow of requests to and the intelligence from the liaison researchers.
- h. To assume de-responsibility for basic map design for subsequent preparation and posting.
- i. To act as assistant security officer.
- j. To aid in the physical arrangements for the various meetings to be held in the Situation Room.
- k. To assist Chief, Operations Section, in conducting inquiry service regarding material posted, employing a general knowledge of maps, current events, and the pertinent phases of graphic intelligence as handled by the Division.

E. Engineering and Cartographic-Engineering Draftsman (Grades SP-7 and SP-8)

1. General duties:

Under direction of the Chiefs of the Operations Section and the Graphic Section, to engage in any required map design and drafting, machine lettering, and drafting of statistical data in posting of graphic intelligence in the Situation Room and for dissemination by Presentation Division.

2. Specific duties:

- a. To assist others assigned in the operations of map mounting

CONFIDENTIAL

and posting as well as miscellaneous drafting, and art functions in connection with operations of the Situation Room and the work assigned to the Graphic Section. This involves knowledge of the various processes of graphic reproduction.

b. To assist in an advisory capacity in composition of graphic and map studies and on plates and other materials being prepared for dissemination.

c. To assist in operation of drafting room in such items as supply needs, decision of techniques, and accomplishment of work orders.

d. To engage in all types of machine and hand lettering, and to possess and be able to apply a fair knowledge of type.

e. To engage in stick-up and type-imprinting when called for.

f. To engage in necessary map design, drafting of large and small scale statistical charts, organizations charts, miscellaneous visual aids, and the like, when requested by MI, the chief of the Situation Room, or other CIA units.

F. Visual Information Clerk (SP-6)

1. General Duties:

To engage in actual posting of incoming written and graphic intelligence data and to assume responsibility for timeliness of posted material in the Situation Room. To assist draftsmen and illustrators whenever possible and to aid in the entire oral-visual presentation program.

2. Specific Duties:

a. To aid in maintaining posted intelligence on maps, graphs, and display boards at a current level.

b. To aid illustrators and draftsmen in actual processing of incoming data, and to assist in posting intelligence after its preparation.

c. To aid in preparation for high-level meetings and to assume responsibility for filing and initial routing of all notes, documents, maps and recordings which are involved.

c. To execute hand-and machine-lettering for use in display of graphic intelligence in the Situation Room.

d. To engage in projection activities when required (motion pictures, slides, etc.)

CONFIDENTIAL

CONFIDENTIAL

G. Illustrators (Grades SP-8, SP-7, and SP-6)

1. General duties:

Under administrative supervision and technical direction of the Chief, Graphic Section and Chief, Operations Section, to be responsible for the design and execution of hand and machine lettering, artistic rendering, and graphic composition of intelligence, whether it be large scale studies for the Situation Room, or smaller scale for reproduction.

2. Specific duties:

- a. To engage in all types of hand lettering, including brush lettering, in connection with the preparation of graphic intelligence on portable and stationary displays.
- b. Under direction of the Chief Graphic Section or Chief, Operations Section, to design, draft, or aid in execution of any assigned graphic intelligence material.
- c. To aid the other members of the Graphic Section in maintaining a high standard of workmanship, especially with regard to timeliness and to techniques used.
- d. To act as advisors on the artistic composition, emphasis, and effectiveness of various graphic displays used in the graphic program of the Presentation Division.
- e. To aid in rendering miscellaneous drafting and illustration work authorized by the Chief, Presentation Division, including signs, type-setting, machine lettering, and air-brush work.

H. Clerk-steno-receptionist (to Operations and Graphics Sections, Present grade CAF-4)

1. General duties:

To act as the chief receptionist of the restricted areas designated and to receive authorized visitors, classified and unclassified intelligence data and administrative papers for the two sections. At the direction of the chief or his designated assistant, to aid whenever possible in maintaining office records and posting maps and charts.

2. Specific duties:

- a. To act as security receptionist of the designated areas, maintaining a card file for authorized entries.
- b. To accept for recording and processing all incoming intelligence

CONFIDENTIAL

data.

- c. To dispatch all outgoing intelligence material when authorized by the Chiefs of Operations and Graphics Sections.
- d. To receive and return all routine administrative papers and to maintain a bulletin board for papers of interest to the personnel of the two sections.
- e. To accept phone calls and relay them to proper recipients in the two sections.
- f. To have co-responsibility of maintaining all office records and files.
- g. To engage in miscellaneous typing, filing, and messenger work as designated, and to maintain special entry books, such as the project book and SOP book on a weekly and daily basis; to maintain the basic catalog of maps, and to supply requests for maps and other materials.
- h. To assist the Chief, Operations Section, to keep an accurate check on all portable maps and charts, and to maintain a record card file on these visual aids.
- i. To carry on the required routine office work, including filing, general appearance, and maintenance of the security of areas assigned to the sections.
- j. To assist in the mechanical and physical arrangements of the Situation Room for scheduled briefings and meetings.
- k. To assist visual information clerks as well as the graphic personnel to prepare the written incoming intelligence data for graphic portrayal in the Situation Room.

CONFIDENTIAL

- 7 -